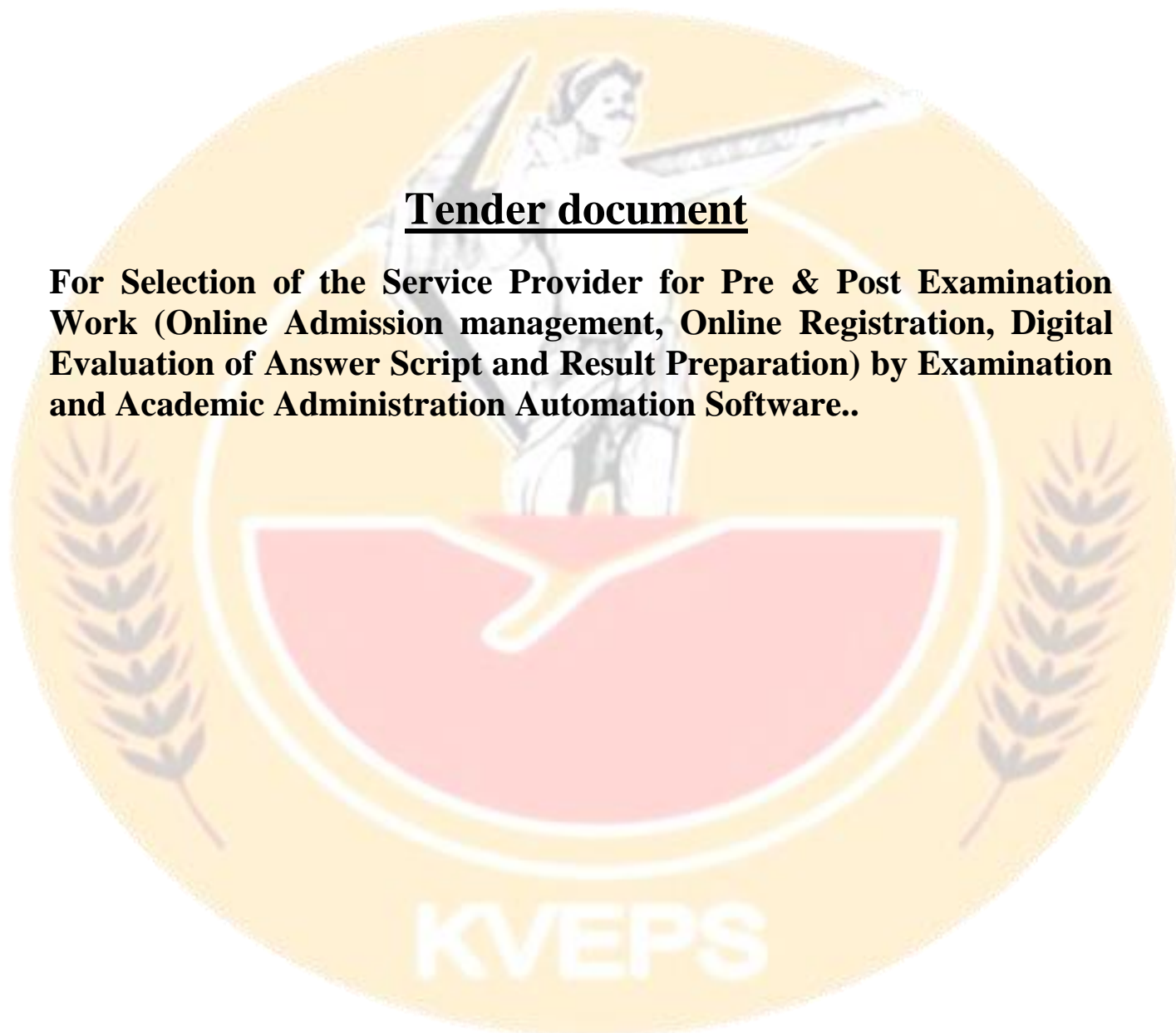


Krashi Vikas Evam Paryavaran Sansthan Uttar Pradesh

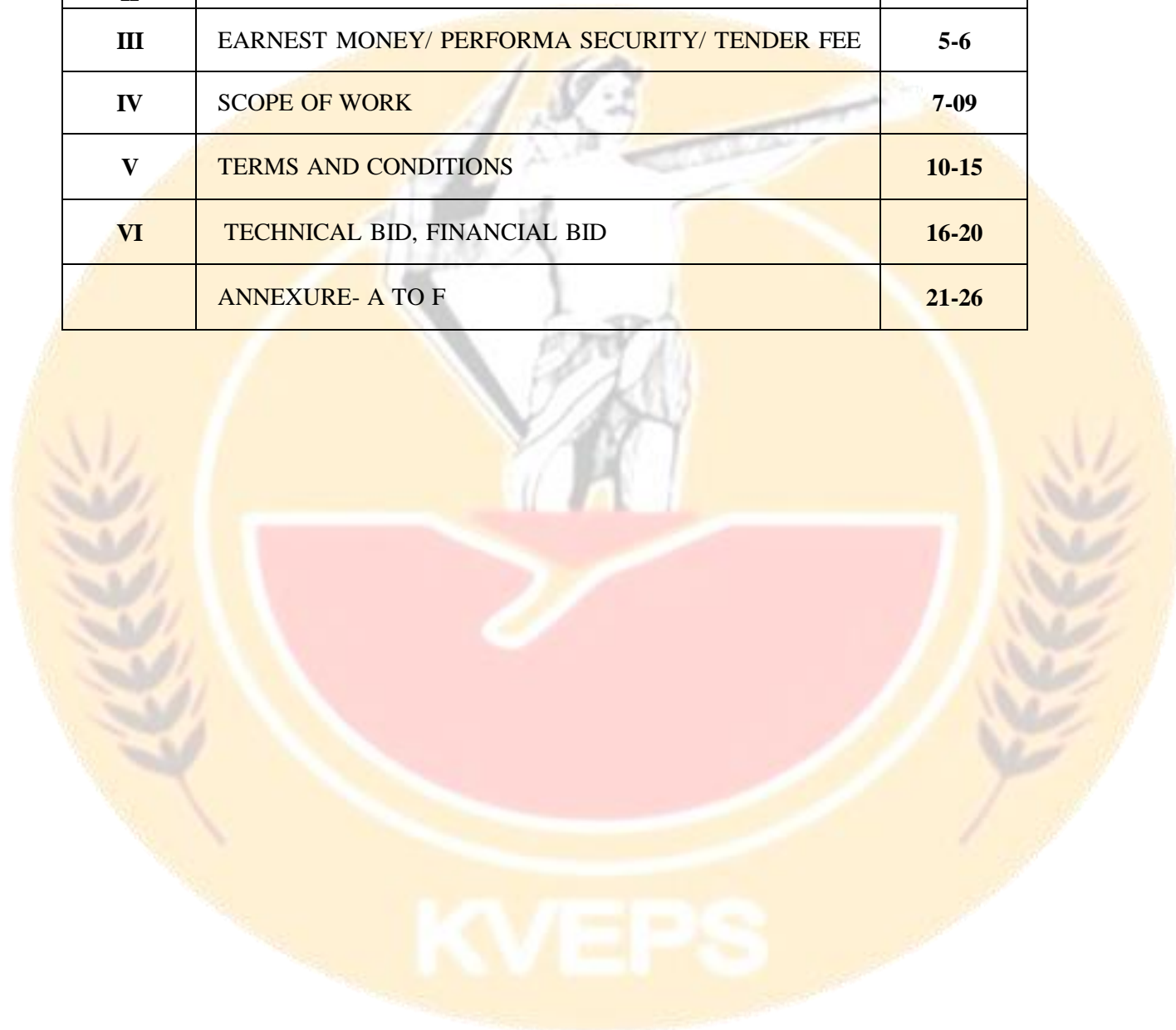
Tender document

For Selection of the Service Provider for Pre & Post Examination Work (Online Admission management, Online Registration, Digital Evaluation of Answer Script and Result Preparation) by Examination and Academic Administration Automation Software..



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SECTION I
INVITATION FOR TENDER

Tender Notice No.- Exam- 010/2025

Date-07/04/2025

Krashi Vikas Evam Paryavaran Sansthan Uttar Pradesh invites bids from eligible Bidders for Pre & Post Examination Work (Online Registration, Digital Evaluation of Answer Script and Result Preparation) by Examination and Academic Administration Automation Software and Confidential Printing work pertaining to its Diploma and Certificate courses only.

Interested eligible Bidders may obtain further information from the website-www.kveps.org

1. All bids must be accompanied by an **EMD and Tender Fee** as specified in the bid document and must be delivered to the office address mentioned below by the date and time indicated below.
2. Bids will be opened in the presence of Bidder's representatives who choose to attend on the specified date and time.

Estimated cost of the Tender (non-refundable)	Rs. 5000/- (Five Thousand Only) through D.D. in favor of Krashi Vikas Evam Paryavaran Sansthan Uttar Pradesh.
EMD	Rs. 300000/- (Three Lakh Only) through D.D. in favor of Krashi Vikas Evam Paryavaran Sansthan Uttar Pradesh.

I	Date of publication	07-04-2025
II	Date of downloading tender document	From 12-04-2025
III	Last Date of submission of tender	20-04-2025 Till 04:00 PM
IV	Pre Bid Meeting	15-04-2025 12:30 PM At- of Krashi Vikas Evam Paryavaran Sansthan Sector 2 Noida Office Uttar Pradesh.
V	Opening of Technical Bid	22-04-2025 02:00 PM
VI	Technical Presentation	To be informed after checking the eligibility of Bidder
VII	Opening of Financial Bid of only eligible technically qualified Bidder.	
VIII	Address for communication	Krashi Vikas Evam Paryavaran Sansthan Sector 2 Noida Office Uttar Pradesh. info@kveps.com

**Tender Documents/ Bids only submitted in office of Krashi Vikas Evam Paryavaran
Sansthan Sector 02 Noida Uttar Pradesh**

SECTION II

Eligibility Criteria:

- 1- The Bidder should be a registered Company/Partnership firm/ Trust/Society/ Association of Persons in India with minimum Five (05) year's existence in India.
- 2- The Bidder's Annual Turnover during each of the last three financial years (FY 2021-22, 2022-23 & 2023-24) respectively should not be less than **150** lakhs in India with similar nature of work. For consortium Annual combined Turnover during each of the last three financial years (FY 2021-22, 2022-23 & 2023-24) respectively should not be less than **250** lakhs in India with similar nature of work.
- 3- The Bidder must have minimum 2 years' experience in Pre & Post Examination and Printing/Confidential Printing work or in UMIS (University Management Information System) services for any state / central / Private university or any central/State/Cooperative organization in last three years.
- 4- The Bidder should have experience of OMR Scanning of more than 1 lac students in last 3 years.
- 5- The Bidder has to attach **audited balance sheets** and profit and loss account statements. Details of annual turnover should also be duly certified by the statutory auditor (Amount Exclusive of GST will be considered for evaluation). Details of the annual turnover and the Ratio of profit after tax to Turnover should be furnished as per format given in this tender document- **Annexure-B**, duly certified by a practicing CA with valid UDIN number. **Original copy of Annexure-B duly certified by a practicing CA with valid UDIN number must be submitted along with Technical Bid.**
- 6- The Bidder shall have an independent office set up in Bihar, to facilitate contact throughout the entire duration of the contract period. Bidder must indicate complete details of office facilities in the techno-commercial bid (Copy of the rent agreement to be shared in the technical bid).

OR

In case the Bidder is not having an office currently in Bihar it must give an undertaking (As per Annexure-F) to start an office in Patna within 15 days from the date of award of contract.”

- 7- The Bidder must not have been **debarred/ blacklisted** currently or on any previous occasion by any of the Central/State Departments /Institutions/Local Bodies/Municipalities/ PSU /Public Sector Banks/Public Limited Company/Autonomous bodies and there are **no ongoing criminal case/vigilance enquiry/labour disputes** against the Firm/ Partners/Proprietor/Society /Director of the company and he /she has never been convicted or punished by any Hon'ble court of law. An affidavit as **Annexure-A** of Tender Document duly certified by **Executive Magistrate on Rs 1000/- Non-Judicial stamp paper shall be enclosed with the technical bid to that effect.**
- 8- The Bidder should own the complete source code of the software being used for Pre and Post Examination Work. **Patient certificate of complete source code of the software/ An affidavit duly certified by Executive Magistrate pertaining to own the complete source code of the software being used for Pre and Post Examination Work must be submitted along with Technical Bid.**

- 9- The Bidder must have own / third party Tier III or above Data Centre for Data Security and application hosting.
- 10- The Bidder should have Technical and Administrative employees on his pay roll.
- 11- The Bidder should be registered with the following Government Bodies/Institutions and should have
 - a. Pan Card Number under the Income Tax Act
 - b. GSTN Registration Certificate
 - c. ITR for last three financial years. **FY 2021-22, 2022-23 & 2023-24 (AY 2022-23, 2023-24, 2024-25)**
 - d. Valid ISO certification for quality service i.e. ISO 9001:2008/ ISO 9001:2015/ ISO 27001:2013 in similar nature of work.
 - e. CMMI Level 3 Certification or CMMI Level 5 Certification in similar nature of work.
 - f. GST Return (GSTR-9) filed for last 03 Year's

Note- Bidder must submit the duly certified valid copies of each above mention Document.

- 12- The Bidder should have its **own or leased infrastructure** with appropriate technology, hardware and software, trained staff, adequate security measures and due diligence. The Bidder should be able to demonstrate the capability on any day if called for technical presentation.

SECTION III

Earnest Money Deposit

1. The Bidder shall be required to submit the **Earnest Money Deposit (EMD)** of **Rs. 300000/- (Three Lakh only)** by way of demand drafts only. The demand drafts shall be drawn in favor of **“Krashi Vikas Evam Paryavaran Sansthan ”**. The EMD of the successful Bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful Bidder(s), it would be returned after award of the contract. The demand drafts for EMD must deliver to the Bihar University of Health Sciences, Patna, on or before last date/time of Bid Submission.
2. No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by **Krashi Vikas Evam Paryavaran Sansthan** in respect of any previous supply will be entertained. Bidder shall not be permitted to withdraw his bid or modify the terms and conditions thereof. In case, the Bidder fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
3. No claim shall lie against the **Krashi Vikas Evam Paryavaran Sansthan** in respect of erosion in the value or interest on the amount of EMD.
4. The earnest money will be returned/refund to the unsuccessful Bidder after the tender is decided.
5. The Firm who are registered with National Small Industries Corporation (NSIC) or Small-Scale Industries (SSI) or MSME are **exempted to submit the EMD** (Copy of registration must be provide along with the technical bid).
6. Tenders without Earnest Money will be summarily rejected unless they are registered with National Small Industries Corporation (NSIC) or Small-Scale Industries (SSI) or MSME are exempted to submit the EMD.
7. The EMD, in case of unsuccessful Bidders shall be retained by **Krashi Vikas Evam Paryavaran Sansthan** till the finalization of the tender. No interest will be payable by **Krashi Vikas Evam Paryavaran Sansthan**, on the EMD.
8. EMD should remain valid for a period of **90 days** beyond the final bid validity period. When the Bidder agrees to extend the validity of bid, he shall also extend the validity of EMD suitably.
9. The EMD of the successful Bidder will be returned to them without any interest after the submission of Security deposit/PSD.

Performance Security Deposit: -

1. Successful Bidder/firm should submit performance security as prescribed in favor of “**Krashi Vikas Evam Paryavaran Sansthan**” and to be received in the Administrative Office, before the date of commencement of services or 30 days from the date of acceptance of the purchase/work order, whichever is earlier. The performance security deposit to be furnished in the form of DD/FDR/BG for an amount covering **5% of the contract value**.
2. The Performance Security should be established in favor of “**Krashi Vikas Evam Paryavaran Sansthan**” through any Schedule Bank with a clause to enforce the same on their local branch at Patna.
3. Extension of time for submission of Performance Security beyond 30 days and upto 60 days before the date of commencement of services or from the date of acceptance of the purchase order, whichever is earlier may be given by the competent authority, however a penal interest of 15% per annum shall be charged for the delay beyond 30 days, i.e. 31st day. In case of the successful Bidder fails to submit the requisite Performance Security even after 60 days, the contract shall be terminated duly forfeiting the EMD and other dues, if any payable against the contract. The failed contractor shall be debarred from participating in re-tender (if any) for that item. Performance Guarantee Bond is mandatory.
4. Validity of the performance security shall be for a period of 90 days beyond of entire contract period from the date of issue of work order.
5. Performance Security will be forfeited and credited to the institute (Bihar University of Health Sciences, Patna) in the event the supplier does not honor the warranty/contract and other terms and conditions of the tender.

Tender Fee: -

The Bidder shall be required to submit the **Tender Fee** (Non Refundable) of **Rs. 5000/- (Five Thousand only)** by way of demand drafts only. The demand drafts shall be drawn in favor of “**Krashi Vikas Evam Paryavaran Sansthan.**” payable at Patna.

Pre Bid Queries: -

Pre-Bid meeting for interested Bidder is scheduled on Date-27.03.2025, 12:30 PM at “**Krashi Vikas Evam Paryavaran Sansthan Sector 02 Noida Uttar Pradesh**

SECTION IV

SCOPE OF WORK

The Scope of Work for Pre & Post Examination Work (Online Admission management, Online Registration, Digital Evaluation of Answer Script and Result Preparation) by Examination and Academic Administration Automation Software and Confidential Printing work is divided into the following broad categories:

A. Pre- Examination Work

1. Online Admission Management
2. Student Registration module with Eligibility, Migration, Transcript etc.
3. Course Management
 - i. Diploma Course
 - ii. Para Medical Courses
 - iii. Certificate Courses
4. Examination Management in accordance with concerned Apex Body and University.
5. Teacher's Information Module.
6. Student self-service portal

B. Post Examination Work

1. Digital Scanning of answer sheets and Evaluation System
2. Result processing

C. Confidential Printing Work and supply

1. Printing and Supply of OMR Based Answer Script and Practical Answer script.

i. OMR Based Answer Script-

The Exam Answer Scripts should be in A4 size and should contain 32 pages, out of which the first page i.e. OMR sheet should be of 105 GSM. The third and fourth page should be an attached graph sheet having 60 GSM. The remaining 28 pages should be of 70 GSM having 22 lines on each page and carry bar code on each page. Each answer script should carry variable bar code with University (Bihar University of Health Sciences) Emblem in the center and page number at the right corner bottom of the page.

ii. Practical Answer script (Without OMR)

practical copy should be in A4 size and should contain 10 pages; papers should be of 70 GSM. The inner pages should be carrying the University Emblem in the centre and page nos. at the center bottom of the page.

2. Printing and Supply of Mark sheet and Certificate

- i. Certificate-** In A4 Size 200 GSM Non-Tearable Paper, Multi Color printing with Feature like- Watermark, Bar Code/QR code, Anti copy feature with UV sensitive Ink.
- ii. Mark Sheet-** In A4 Size 120 GSM Paper, Multi Color printing

with Feature like- Watermark and Bar Code/QR code

iii. Migration- In A4 Size 120 GSM, Multi Color printing with Feature like- Watermark, Bar Code/QR code, Anti copy feature with UV sensitive Ink.

- The successful Bidder shall ensure to provide software as per requirement of university. The modules described above give general idea about our requirement.
- The successful Bidder shall ensure to provide SMS/EMAIL Engine, Server (cloud server/local server), Data management, Dashboard, Notice Board, Various Login module, storage, Domain, SSL certification and 24X7 Help Desk for Technical Support as per requirement of University.

Functional Requirements: -

1. Pre and Post Examination work Module/Portal

The successful Bidder shall developed/ customised Pre and Post Examination work module as per applicant 's Academic Life cycle following the University requirement.

2. Scanning & Digital Evaluation System

The Bidder shall have sufficient Quantity of **head scanners** with duly trained manpower on short notice for providing services of on-screen evaluation of answer books. Proper verification must be done prior to deployment of manpower to ensure confidentiality and sanctity of evaluation work. University must be informed deployment of manpower. Bidders should ensure appropriate backup of scanners along with other instruments during the scanning process.

- 1) The service provider shall locate the server at the pre-decided location. It shall be up and running 24X7 during the project tenure. Uptime for the server guaranteed shall be above 99.99 %, measured monthly or for the project duration, whichever is less.
- 2) The on-screen evaluation of the answer book system shall be made available 24 X 7 during the scheduled period of evaluation of answer books. There shall also be remote access of the server to the Krashi Vikas Evam Paryavaran Sansthan -authorized officials for monitoring the on-screen evaluation process.
- 3) The service provider shall train the examiners and moderators appointed by the Bihar University of Health Sciences, Patna as and when required.
- 4) Hard copies of answer books can be kept only in the scanning room and the service provider shall hand over the same to the examination section after scanning.
- 5) The scanned digital copy of the raw answer books shall be uploaded into the main server procured by the service provider directly from the scanning center only.
- 6) Digital copies of the scanned answer books shall not be allowed to be taken outside the scanning center in a hard copy or in a laptop or in any physical storage device. The service provider shall have to upload copies of answer books in an encrypted form right from the scanning center to the primary server.
- 7) The service provider shall enable access to the servers for the examiners and moderators both from their office as well as from the evaluation center based on their roles and rights defined by the University in writing.
- 8) The software shall have the capacity for the examiners and moderators to raise exceptions irrespective of their locations.

- 9) The software shall have annotation capacities like tick marks and cross marks apart from other tools like protractors/scales required for evaluation.
- 10) Individual marks awarded for each question shall appear before the tick mark i.e., marks awarded by the evaluators against each question shall appear individually in the answer book. All annotations shall come out cleanly if the University chooses to print an evaluated answer book for any reason after the declaration of results.
- 11) The service provider shall provide the marks of each candidate in a table format that is mutually agreed upon by the University and the service provider at the project stage. The qp-wise marks shall be released within two days from the date of completion of the evaluation of the last answer book by the evaluators.
- 12) The data and other credentials with proper documentation should be handed over to the University for future access
- 13) The entire evaluation activity along with data and audit logs shall be kept safe and transferred to the University data center after the completion of entire evaluation work. The data that supported the evaluation can be deleted by the service provider server only after explicit confirmation from the University in writing.
- 14) The system shall provide convenience to examiners and moderators such that they can perform an on-screen evaluation of answer books from any authorized Evaluation Center of the University with his/her username and password. Audit logs shall capture the location of evaluation for every answer book.
- 15) If manpower for scanning is outsourced, then such personnel entry, exit timings and purpose of all personnel from the vendor should be entered in the register provided by the security.
- 16) All the manpower involved in the scanning work should be engaged by the service provider and the detail of manpower involved in the scanning work must be share with University. Entry and exit timings should be entered in the register provided by the security.
- 17) Secrecy of the Answer scripts will be the responsibility of the service provider.
- 18) Adequate number of evaluators of every subject for the purpose of evaluation will be nominated and paid by the Krashi Vikas Evam Paryavaran Sansthan and Bidder needn't include any such costs in their pricing.
- 19) University shall provide the service provider sufficient space for scanning purpose along with the basic facilities (viz table, chairs etc) which should be secured by the university.
- 20) Uninterrupted power supply with sufficient no. of UPS and generators, basic electrical fixtures, Hardware (viz computers with keyboard and mouse), Internet connectivity (along with the required bandwidth) and LAN connectivity for setting up the scanning facility will be provided by Selected Service Provider. University only provide space with basic Furniture and CCTV Camera.

3. Results Processing

After Evaluation, the result shall be processed by the Bidder as per regulations of different bodies. They prepare and publish the TR of examination on EMS portal and also provide same TR (Tabulation Register) in hard copy (A3 size) paper.

SECTION V

TERMS AND CONDITIONS

1. Bidder are advised to study all the technical and financial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the Bidder's risk and may result in the rejection of the bid.
2. The Bidder should give their quote in Indian currency only.
3. The tender is “Two Bid” document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD) and Tender Fee. The Technical Bid must be submitted in a seal envelope clearly mention Bid no. (Tender Notice No.....) and “Technical Bid” on the front of envelope. The financial bid must be submitted in prescribed format in a separate seal envelope clearly mention Bid no. (Tender Notice No.....) and “Financial Bid” on the front of envelope. Further both sealed Technical Bid Envelope and Financial Bid envelope kept in a sealed envelope together and clearly mention Bid no., (Tender Notice No.....) & Bid For- **“Online Admission and Registration, Pre & Post Examination Work, Digital Scanning, e-Evaluation and Result Processing and Printing Works for Diploma and Certificate Courses.”**
4. All Bid must be received to the “Krashi Vikas Evam Paryavaran Sansthan Sector 02 Noida Uttar Pradesh on/before the last date/ time of submission of tenders.
5. In case, any Bidder encloses the financial bid in technical bid, the same shall be rejected summarily.
6. Before submission of bids, Bidders must ensure that self-attested copies of all the necessary documents asked in this tender document have been submitting with the bid, failing which their bids may be out-rightly rejected and will not be considered.
7. It is mandatory for all the Bidders to submit all the documents mentioned under the tender document along with dully filled Technical Format-1 &2, Financial Format and with all Annexure.

8. The conditional bids shall not be considered and may be rejected out rightly in very first instance.
9. Financial bids will be opened to only those Bidders who qualify in the technical bid through tendering process.
10. The Bidder should submit documentary proof of his/her eligibility as mentioned in this tender document with self-certified by authorized person and with proper seal of the Firm.
11. The Bids submitted by the Bidders should be valid for a minimum period of 3 months from the date of opening of tender.
12. Project tenure is for 1 year. An extension of 2+2 years (Firstly for Two years and then for 2 years) might be permitted subject to performance evaluation. The extension is at the sole discretion of the University.
13. The successful Bidder shall sign an agreement within 30 days from the issue of the work order. The work order shall be issued to the selected Bidder and the agreement will be signed on the Non- Judicial stamp papers of Rs. 1000/- only, after signing of the agreement with the selected Bidder.
14. All of the above Clauses and information provided shall subject to a AUDIT and Validation by Krashi Vikas Evam Paryavaran Sansthan at any point of time , before , during or after the Bidding Process, if at all any information or feedback is found to be wrong or malafide, Krashi Vikas Evam Paryavaran Sansthan RESERVES the Right to REJECT the BID without assigning any reason whatsoever and the Bidder will have No Right to Claim any damages of any Nature.
15. Detailed technical evaluation shall be carried out pursuant to technical specifications and other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and conditions of the tender without any material deviation.
16. Canvassing in any form in connection with tender is strictly prohibited and will disqualify the Bidder.
17. Bihar University of Health Sciences, Patna reserves the right to accept or reject any or all tenders without assigning any reason.

18. **Non-Disclosure/ Confidentiality Agreement:** The selected vendor would have to enter Non- disclosure Agreement with the University for the processes of the University which are part of the Examination process.
19. The Bidder shall be the single point of contact with Bihar University of Health Sciences, Patna and shall be solely responsible for the execution and delivery of work without subletting or engaging in sub-contracting of the core examination-related activity.
20. The contract shall be on “**End to End outsource basis**” and the Bidder should have all relevant facilities and logistics available to execute the work.
21. The Bidder must have own IT team. Confidential printing works must be printed at press confidentially with utmost secrecy and delivered smoothly at university.
22. Bidder should be OEM and own the complete source code of the Software/Web Application that is used for the Online Admission, Registration, Pre & Post Examination Work, Digital Scanning and e-Evaluation, Result Processing and Confidential Printing Works.
23. Bidder should have all the necessary components and dependencies of source code of Software/Web Application in place so that any change required in any of the components of the software, and technical skill should be available to make necessary changes. The major/minor changes in software required by Bihar University of Health Sciences, Patna must be met immediately.
24. Software/Web Application code should have multiple backup systems in place so that anytime source code can be recovered in case of any disaster.
25. **The Bidder should participate as a single entity. Consortium is allowed with maximum two constituent member company/firm. At least one of them should be ROC registration. If the proprietary member is part of consortium, it should have at least 05 years of existence in India.**
26. The Bidder should have all relevant facilities and logistics available to execute the work. Appropriate technology, hardware and software, dedicated connectivity, trained remote proctoring staff, and adequate security measures with due diligence should be available.
27. **Amendment of Bidding Documents**

At any time prior to the deadline for submission of bids, Krashi Vikas Evam Paryavaran Sansthan may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.

In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Krashi Vikas Evam Paryavaran Sansthan, at its discretion, may extend the deadline for the submission of bids.

28. **Language of Bid**

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Bihar University of Health Sciences, Patna, shall be written in the English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Bid, the translation shall govern.

29. **Period of Validity of Bids**

Bids shall remain valid for 90 days after the deadline for submission of bids prescribed by Bihar University of Health Sciences. A bid valid for a shorter period shall be rejected by Bihar University of Health Sciences, Patna as non-responsive.

30. **Opening of Bids by Krashi Vikas Evam Paryavaran Sansthan**

Krashi Vikas Evam Paryavaran Sansthan will open all bids in the office of Krashi Vikas Evam Paryavaran Sansthan

Payment for Goods and Services shall be made in Indian Rupees only.

Payment for each work would be made on running basis based on the actual work completion of each activity as mentioned in the Tender document

31. **Cost of Tender**

The Bidders shall bear all costs associated with the preparation and submission of its Bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the Krashi Vikas Evam Paryavaran Sansthan will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering Process.

32. **One Bid per Bidder: -**

Each Bidder shall submit **only one tender** either by himself or as a partner in the firm. If a Bidder or if any of the partners in a firm participate in more than one bid, such bid or bids are liable to be rejected.

33. **Penalty Cause**

In case of failure/delay in delivering services a penalty of 2% of the total bid amount will be charged. More than five Failures/delays in delivering services will result in termination of the contract.

34. **Termination of contract:**

If the performance of the vendor is not satisfactory in executing the project, then the same will be informed in writing by Krashi Vikas Evam Paryavaran Sansthan as a warning letter and if in spite of the issue of the warning letter the performance does not prove to the satisfactorily level as per the expectation of Krashi Vikas Evam Paryavaran Sansthan within a fortnight then second warning letter will be issued. If after the issue of the second warning letter also performance doesn't satisfy Krashi Vikas Evam Paryavaran Sansthan expectations, then Institute reserves the right to terminate the contract prematurely by giving one-month notice in writing without assigning any further reason whatsoever. After the contract comes null and void the amount deemed payable to the vendor (if any) will sine die without any further payment? No further

claim from the vendor will be entertained. The decision of the competent authority of Krashi Vikas Evam Paryavaran Sansthan regarding determining the performance will be final.

35. **Force Majeure:**

Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or the Institute as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as Natural phenomena, including but not limited to floods, droughts, earthquakes, epidemics/pandemic; Acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes; Terrorist attacks, public unrest in work area Restriction, Freight Embargo; provided either party shall within ten (10) days from the occurrence of such a cause notify the other in writing of such causes. The Bidder or the Institute shall not be liable for delay in performing his/her obligations resulting from any Force Majeure causes as referred to and/or defined above.

36. **Format and signing of bid: -**

1. **The Bidder shall submit hard copy of the tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender.**
2. **The documents comprising the bid shall be typed and all pages of the bid shall be signed by a person duly authorized to sign on behalf of the Bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the authorized person.**

37. All provision pertaining to “Uttar Pradesh Government or Indian Government shall be applicable for this tender.

38. **Disqualification**

The Selection Committee may disqualify bids on account of, but not limited to, the following reasons:

- If received after the last date and time.
- University reserves the right to accept or reject all or any of the tenders without assigning any reason.
- Buyer reserves the right to select certain items (in single or multiple units) and reject the other mentioned in the tender document without assigning any reasons whatsoever. Buyer also reserves the right to revise or modify or cancel the specifications of the items.
- Acceptance of the bid shall be communicated through email/speed post /Registered Post to the successful Bidders. The decision of the Selection Committee in the matter of disqualification shall be final and no further correspondence shall be

entertained from the disqualified Bidders.

Jurisdiction of Court:

The courts at Patna shall have the exclusive jurisdiction to try all disputes, if any arising out of this agreement between the parties.

39. Incomplete tenders, hand written Tender and tender not conforming to any or all the above terms and conditions will be rejected.

All the terms and conditions of this tender document are acceptable to me /us.



SECTION VI

ANNEXURE- I

TECHNICAL FORMAT 1

(To be furnished on the letterhead of the Bidder)

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Year of establishment	
3.	Number of employees	
4.	Main areas of business	
5.	Type of Organization -Proprietorship Firm/ Trust / Company registered under the Indian Companies Act, 2013 / 1956/Consortium	
6.	Particulars of registration with various Govt. Bodies/ Tax Authorities a. Registration no b. Place of Registration c. Date of Validity	
7.	Address of registered office with telephone no. & E-mail	
8.	Authorized Contact Person with telephone no. & E-mail ID	
9.	Tender fee Rs. 5000/- DD No: Transaction Date: Bank Details	
10.	EMD of Rs.2,00,000/- DD No: Transaction Date: Bank Details (in case of exemption, must submit MSME certificate)	
11.	Any other information considered necessary but not included above	
12.	The Bidder should provide data center and data recovery services.	

Signature of the Bidder
Full Name

TECHNICAL FORMAT 2

ANNEXURE- II

TECHNICAL PARTICULARS & ELIGIBILITY COMPLIENCE

Sr. No.	Pre-Qualifying Criteria	Supporting Compliance Document	Page No. where Document attached in Technical Bid	Compliance (Yes/No)
1.	The Bidder must have Registered Proprietorship Firm / Partnership Firm / Company / Agency with minimum 5 years of existence in India	Copy of Certificate/ROC/MOA and AOA to submit (Mention here the existing period in India)		Yes/No
2.	Bidder should have Annual Turnover during each of the last three financial years (FY 2021-22, 2022-23 & 2023-24) respectively should not be less than 150 lakhs in India with similar nature of work. For consortium Annual combined Turnover during each of the last three financial years (FY 2021-22, 2022-23 & 2023-24) respectively should not be less than 250 lakhs in India with similar nature of work.	Annexure-B of Tender Document Audited copies of the Financial Statement shall be submitted as proof.		Yes/No
3.	The agency should be certified for compliance with established Information Security Standards such as ISO27001/ISO 9001 and CMMI Level- 3/5	Duly signed copy of ISO 27001/ISO 9001, CMMI Level- 3/5		Yes/No
4.	The Bidder must have minimum 2 years' experience in Pre & Post Examination and Printing/Confidential Printing work or in UMIS (University Management Information System) services for any state/central/Private university or Any central/State/Cooperative organization in last three years.	Work Order / Performance Satisfactory Certificate to be submitted		Yes/No
5.	The Bidder should have experience of OMR Scanning of more than 1 lac students in last 3 years.	Certificate/Letters/MOU/ Relevant documents to be enclosed.		Yes/No
6.	Bidder to submit Affidavit regarding Non blacklisted and that there are no ongoing criminal case/vigilance enquiry/labor disputes against the firm/Partners/Proprietor/Society/Director of the Company and he/she has never been convicted or punished by Hon'ble court of law has been submitted	Affidavit as supporting documents to be enclosed in Annexure-A		Yes/No
7.	Bidder should have a Local office in Bihar.	Rent Agreement/Undertaking should be submitted in Annexure-F		Yes/No
8.	The Bidder should provide a server (Cloud/Physical) and have data recovery services	Certificate/ supporting documents to be enclosed.		Yes/No

Place: -

Signature of Bidder

TECHNICAL FORMAT 3

ANNEXURE- III

Evaluation of the Tender:

Evaluation under Quality Cum Cost Based Selection-QCBS shall be carried out by following criteria given hereunder;

S.No.	Particulars	Max. Marks	Marks Scored	Remarks if any
1	2	3	4	5
1.	The Bidder must have minimum 2 years' experience in Pre & Post Examination and Printing/Confidential Printing work or in UMIS (University Management Information System) services for any state/central/ Private university or Any central/State/Cooperative organization in last three years.	1-2 work order	20	Supporting documents as work order and other relevant documents are to be enclosed
		3-5 work order	30	
		more than 5 work order	40	
2.	Turnover of the Bidder during each of the last 3 financial years in India with similar nature of work.	between Rs. 1.5 to 3 crore	20	Supporting documents are to be enclosed
		More than 3 crores	30	
	For consortium Annual combined Turnover during each of the last three financial years (FY 2021-22, 2022-23 & 2023-24) in India with similar nature of work	between Rs. 2.5 to 4 crore	20	
		More than 4 crores	30	
3.	Demonstration of the proposed works	30	PPT, Brief document of Implementation plan and online/onsite Demonstration of proposed work/ related software and Presentation of sample of Printing work.	
Total		100		

Note: A technical proposal should score at least 60 points out of 100 to be considered for financial evaluation. Financial offers of Agencies whose technical proposal score is less than 60 points may not be opened.

Before opening of financial bids of those successful Bidders in the technical evaluation their marks obtained shall be made public before them or their authorized representatives.

FINANCIAL BID

ANNEXURE- IV

Financial (Price) Bid for Pre & Post Examination Work (Online Admission management, Online Registration, Digital Evaluation of Answer Script and Result Preparation) by Examination and Academic Administration Automation Software and Confidential Printing work

The Format for Financial Bid is attached as Annexure.

Sl.No.	Pricing Components (AS per Scope of work)	Rate (INR) (Excluding GST)	Multiplication Factor	Total (3X4)
1	2	3	4	5
1	Pre-Examination Work (Online Admission management, Online Registration to Admit card generation)	Rs...../Per Student	40000	Rs.-.....
2	Scanning and Digital Evaluation of Answer Script	Rs...../Per Answer Script	200000	Rs.-.....
3	Result Processing	Rs...../Per Student	40000	Rs.-.....
4	OMR Based Answer Script (32 Pages) Printing and supply	Rs...../Per Answer Script	200000	Rs.-.....
5	Practical Answer Script (10 Pages) Printing and supply	Rs...../Per Answer Script	200000	Rs.-.....
6	Certificate, Migration and Mark Sheet Printing and supply	Rs...../Per Student	40000	Rs.-.....
Total Amount (Sum of Colum 5 of Row 1 to 6 Particular)				

Note:

1. Rates to be quoted Exclusive of all applicable taxes.
2. Billing shall be made on the actual rates quoted in Colum-3 as per Pricing Component only.
3. Rate should be quoted in Indian Rupees only.
4. The quoted price should be valid for a period of 1+2+2 years
5. Approx Number of student/ Year- 40000.
6. **Total Amount, Sum of Colum 5 of Row 1 to 6 Particular, will only be considered for Financial Bid Evaluation.**

Date:-

Place: -

Signature

Name and Address of the Bidder with Seal

Financial bid shall be given scoring as below:

The Bidder who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other Bidders will be allotted score relative to the score of Bidders with the lowest quote as below:

$$F_s = 100 * F_l / F$$

Where:

F_s = The financial score of the Financial Proposal being evaluated

F_l = The price of lowest priced Financial Proposal

F = The quoted price of Financial Proposal under consideration

(B) Combined evaluation

The score of technical proposal including presentation would be given 40% weightage, and the financial proposal would be given 60% weightage. The weighted combined score of the Technical bid including presentation (T_s), and Financial proposals (F_s) shall be used to rank the Bidders on the basis of formula given as below:

$$\text{Combined Score} = 40\% * T_s + 60\% * F_s$$

The first ranked i.e. the highest scoring Bidder is eligible for appointment.

Important Point

(A) Disqualification

The Selection Committee may disqualify bids on account of, but not limited to, the following reasons:

- If received after the last date and time.
- University reserves the right to accept or reject all or any of the tenders without assigning any reason.
- University reserves the right to select certain items (in single or multiple units) and reject the other mentioned in the tender document without assigning any reasons whatsoever. University also reserves the right to revise or modify or cancel the specifications of the items

Acceptance of the bid shall be communicated through email/speed post to the successful Bidders. The decision of the Selection Committee in the matter of disqualification shall be final and no further correspondence shall be entertained from the disqualified Bidders.

SECTION- VII

ANNEXURE- A

**AFFIDAVIT REGARDING CLEAN TRACK OF BIDDER
(ON A STAMP PAPER OF RS. 1000/-)**

Krashi Vikas Evam Paryavaran Sansthan,
Sector 02 Noida Uttar Pradesh

Dear Sir

RE: Tender Enquiry Number..... Services at Krashi Vikas Evam Paryavaran Sansthan dated For Providing

I / We have carefully gone through the Terms and Conditions contained in the above Referred Tender Document. I/We hereby declare that my Company/Firm is neither currently nor on any previous occasion has not been blacklisted/ debarred by any of the Central/State Departments /Institutions /Local Bodies/Municipalities/ PSU /Public Sector Banks/Public Limited Company/ Autonomous bodies.

In addition to this, I also declare that there are no ongoing or pending criminal cases/vigilance enquiry/labour disputes /CBI/FEMA cases either currently or in any previous occasion against the company/firm. I/We certify that I am the competent officer in my company/firm to make this declaration.

If this declaration is found to be incorrect, then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Place: -

Date: -

Address:

(Signature of Bidder with seal)

Name :

Seal :

KVEPS

FINANCIAL INFORMATION

Name of The Firm-.....

Address-.....

S. No.	Details	FINANCIAL YEARS		
		(1) 2021-22	(2) 2022-23	(3) 2023-24
i)	Gross annual turnover of similar works			
ii)	Profit/Loss			
iii)	Financial Position: a) Cash b) Current Assets c) Current Liabilities d) Working Capital (b-c) e) Current Ratio: Current Assets/Current Liabilities(b/c)			

- i. Up to date Income Tax Clearance Certificate.
- ii. Financial arrangements for carrying out the proposed work.

Note: Attach additional sheets, if necessary.

Signature of CA (with Stamp)

Name

Membership No.

UDIN No.

(Signature of Bidder with Seal)

Note-Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last 3 (three) years and certified by the Chartered Accountant, as submitted by the Bidder to the Income-Tax Department (copies to be attached).

ANNEXURE- C

DETAILS OF SIMILAR WORK EXPERIENCE

S.No.	Name of work/ project and location	Name of sponsoring organisation / owner	Date of commencement as per contract	Actual Date of completion	Any Litigation/Arbitration pending (Y/N)	Annexure- Copy of Work order and work compilation certificate as supportive Document. (Mention Page No. of Technical Bid)
1	2	3	4	5	6	7

(Signature of Bidder)

Note- Bidder should attached duly certified copy of work order and work compilation certificate as supportive Document.

KVEPS

Details about Bank Account of the firm

Name of the firm: M/s _____

S. No.	Particulars	Detail
1.	Account No.	_____
2.	Name of Bank	_____
3.	Branch Name	_____
4.	IFSC Code of Bank	_____
5.	Name of Operator	_____

Dated:-_____.

Signature (With Seal) _____

Place:-_____.

Name:-_____

Address:- _____

Contact No:- _____

E-mail id:- _____

TENDER/CONDITIONS ACCEPTANCE LETTER

Date:.....

To

Krashi Vikas Evam Paryavaran Sansthan

Subject: Acceptance of Terms & Conditions of Tender

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the designated website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s) etc), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) /corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

Signature: -

Name: -

Address: -

Contact No: -

Format of undertaking by Bidders towards setup of office in Uttar Pradesh (To be typed on the letter head of the Bidder)

Ref. No _____

Date _____

Sub: Undertaking of setup of a local office in Bihar

Ref: Your tender No. _____ Dated _____

To,
Krishi Vikas Evam Paryavaran Sansthan
Sector 02 Noida Uttar Pradesh.

Sir,

With reference to our quotation against your above-referred tender, we hereby undertake that we will setup a local office in Bihar within 7 days from the date of award of the contract.

Yours faithfully,
For (type name of the firm here)

Signature of Authorised Signatory

Name :

Designation :

Phone No.

Place :

Date :

